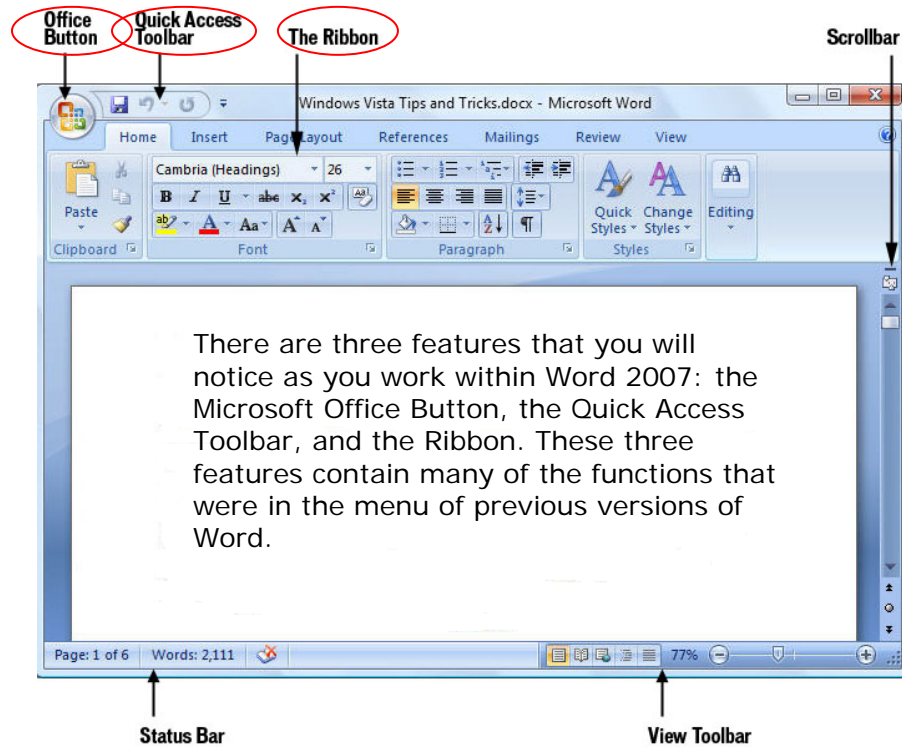


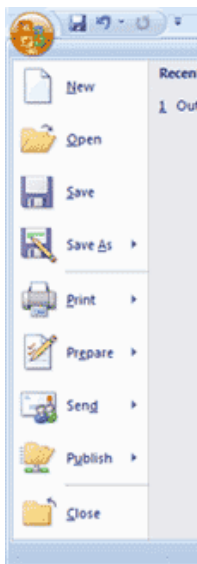
Word 2007...*What happened to my tool bar?*

Office Button

Screen Layout and Menus:



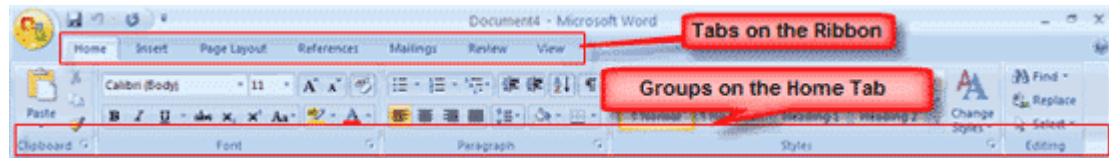
The Microsoft Office Button



The Microsoft Office button performs many of the functions that were located in the File menu of older versions of Word. This button allows you to create a new document, open an existing document, save or save as, print, send (through email or fax), publish (to a blog) or close.

The Ribbon

The Ribbon is the panel at the top portion of the document.



The Ribbon groups buttons for common tasks together in tabs on a graphical interface. It has seven **tabs**. Each tab is divided into **groups**.

Tabs

Each **TAB** and the tools it contains:

Home: Clipboard, Fonts, Paragraph, Styles, and Editing.

Insert: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols

Page Layout: Themes, Page Setup, Page Background, Paragraph, Arrange

References: Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities

Mailings: Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish

Review: Proofing, Comments, Tracking, Changes, Compare, Protect

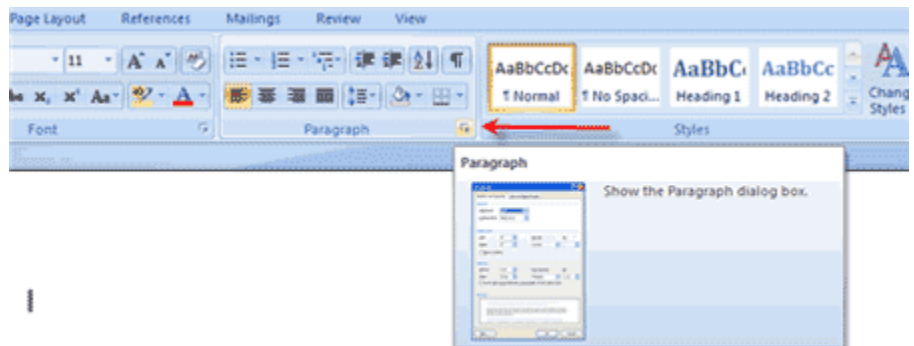
View: Document Views, Show/Hide, Zoom, Window, Macros

Groups

The **GROUPS** are logical collections of commonly used features associated with each **TAB** on the ribbon. To **view additional features** within each group, **click on the arrow** at the bottom right of each group.

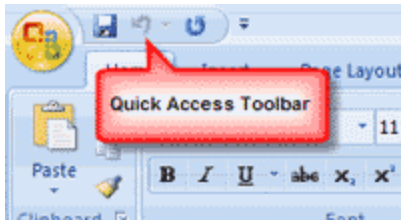
A **command** is a button, a box to enter information, or a menu. The most commonly used commands have the largest buttons, such as the Bold button and Font list.

The **Ribbon** is context-sensitive, changing according to what you're doing. For example, when you click on a picture, an entirely new tab appears - the Format tab, and "Picture Tools" appears on top

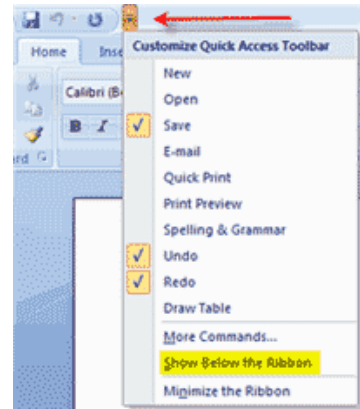


Quick Access

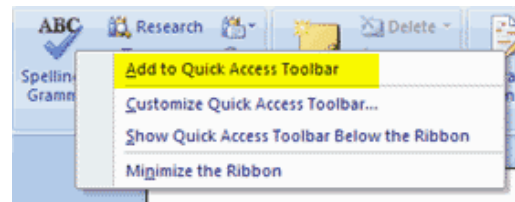
Quick Access Toolbar



The quick access toolbar is a **customizable** toolbar that contains commands that you may want to add. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click on Show Below the Ribbon.



You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click on Add to Quick Access Toolbar and a shortcut will be added to the Quick Access Toolbar.



View Toolbar

It lets you choose between print layout, full screen, Web layout, outline and draft views, just as it did in earlier Word versions. There's also a nice addition -- a slider that lets you **zoom in or out** on your document.

Status Bar

This is in the same place as in earlier Word versions and has the same function -- to display information such as the number of pages in your document. It has one nice little extra: It displays the **word count** of your document as well. If you highlight an area of text, it will display the number of words in the highlighted area